

JOB DESCRIPTION

AFC No:PTA0170

JOB TITLE: Team Leader Children's Therapy Service

BAND: 7

DEPARTMENT: Children's Therapy Service

GROUP: Women & Child Health Group

RESPONSIBLE TO: Clinical Lead Childrens Therapy Service

ACCOUNTABLE TO: Clinical Lead Acute & Community Paediatrics

JOB SUMMARY

Within the framework of both the Service and Organisational policies and procedures, the post-holder participates in the planning, development, delivery and review of an integrated therapy service.

Dimensions:

The post-holder has a shared responsibility for the management of Paediatric staff employed by Sandwell & West Birmingham NHS Trust; Occupational Therapists, Physiotherapists, Speech & Language therapists, Assistant Practitioners and admin and clerical staff, delivering services across Sandwell Borough. The Borough comprises a socially deprived, inner city, culturally and ethnically diverse population of approximately 350,700. The post-holder is responsible for his/her own clinical caseload and line management of a multi-disciplinary team in a given locality. The post-holder assists the Clinical Lead in managing the budget.

Key Relationships

The post-holder has a pivotal role in effectively communicating complex technical and or sensitive information to clients, families, and other professionals, as per clinical and managerial responsibilities.

Internal

Post-holder plans and participates in client-centred activities with the specified client group, in partnership with all significant others involved with the client, including Consultant Paediatrician, GPs, Specialist nursing service, Allied Health Professionals and others as appropriate. The post-holder plans, leads and participates in managerial activities within the Children's Therapy Team, in partnership with both the Clinical Lead, acute and community paediatric directorate and the Women and Child Health Group as appropriate.

External

The post-holder positively seeks to establish and maintain constructive working relationships with any significant others involved with the client, including school staff, Inclusion Support, social inclusion and health, voluntary agencies, the Child and Adolescent Mental Health team, interpreters, and others as appropriate

MAIN RESPONSIBILITIES:

1. Clinical

- Accessing supervision within a Personal Development Review (PDR) framework, the post-holder independently assesses, treats & manages the most complex clinical cases within his/her professional group, in order to maximise appropriate health, education and social benefits. It will also include the management of clients for whom English is not the first spoken language.
- The post-holder provides both direct and indirect intervention, advice and support, working within a multi-disciplinary model in order to ensure that the inter-agency needs of clients are met.
- The post-holder undertakes advisory work and provides peer review and advice in a range of clinical areas, to support and develop the clinical skills of other staff.
- The post holder has responsibility for maintaining clinical knowledge in his/her clinical lead area with reference to current evidence based practise.
- The post-holder liaises both orally and in writing with any significant others involved in the management of the client, within and outside the NHS, to ensure the client's needs are met effectively and efficiently.
- The post-holder is responsible for managing his/her own caseload, including clinical administration and appointments, in order to meet access criteria and ensure a cost-effective, quality service. He/she supports staff of other bands to manage own and/or locality caseload.
- The post-holder has autonomous responsibility for maintaining accurate and contemporaneous (within a maximum of 24 hours) client records, both paper and electronic, in order to ensure compliance with departmental, professional and legal requirements.
- The post-holder will input electronic patient contact information within a maximum of 48 working hours in order to ensure compliance with departmental and Trust standards.

2. Operational Management

- The post-holder will have day to day operational management and leadership of a multiagency locality team; including OT/PT/SALT and A and C staff. This includes managing sickness absence, capability/performance, staff professional development, authorisation of leave, allocation of resources, dealing with complaints as per Trust policies. This list is not exhaustive.
- The post-holder has responsibility for identifying, agreeing, implementing and monitoring activity levels across the children's therapy teams, in order to ensure a cost-effective service.

3. Service Development

- The post-holder actively participates in meetings for the paediatric team (including taking the chair as necessary).
- The post-holder is aware of current local and national priorities which may impact upon service delivery and contributes to the development of strategies for meeting needs.

- The post-holder contributes to, and participates in the Children's Therapy Service business plan, including the development of policies in response to the collection and analysis of statistical information, as appropriate, to ensure whole staff ownership and implementation of quality care.
- The post holder identifies and develops guidelines, policies and procedures within his/her area of clinical lead

4. Governance

- The post-holder adheres to the standards in place within the administrative and clerical team, under the Care Quality Commission (CQC), including audit, risk and evaluation.
- The post-holder is subject to annual appraisal and monthly supervision
- The post-holder conducts PDRs, clinical and non clinical supervision for a range of less experienced staff, including assistants, newly qualified therapists and others as appropriate
- The post holder assists the service senior management team in the performance management of junior colleagues
- The post-holder monitors and audits identified statistical information to ensure a cost-effective efficient service.

5. Resource Management

- The post-holder has responsibility for human and physical resources within a specified locality.
- **Human resources:** Under the supervision of the Clinical Lead the post-holder identifies and implements an active recruitment and retention strategy, including the deployment and skill-mix of staff, to maintain a full-strength, quality workforce and an equitable service across the Borough.
- **Physical resources:** the post-holder identifies appropriate service equipment requirements ; ensures equity of access to such equipment for all staff; and is responsible for security, maintenance and transportation of own clinical resources, including keeping inventories as appropriate.
- **Fiscal resources:** as part of the service Senior Management Team, the post-holder assists the Clinical Lead in monitoring the Speech and Language Therapy, paediatric Physiotherapy and Occupational Therapy (pay and non-pay) budgets.
- In consultation with the Clinical Lead, the post-holder will authorise travel claims, study leave requests and orders.
- The post-holder adheres to SWBH policies and guidance in the area of financial management.

6. Training

- The post-holder identifies, writes, delivers and develops packages of training within his/her clinical lead area in order to advise, educate and empower multi-disciplinary groups and families/carers to both prevent and remediate functional difficulties.
- The post-holder provides practical procedural instruction (both clinical and non-clinical) to a range of more junior staff (both qualified and unqualified).
- To provide training to department staff within his/her clinical lead area.
- The post-holder identifies and pursues appropriate and relevant CPD opportunities from a variety of sources in order to keep his/her professional knowledge up-to-date.
- On a rotational basis, the practitioner supervises clinical placements for undergraduate occupational therapists in order to assist higher education institutes (HEIs).

7. Other

- The post-holder participates in the LEA Education, Health and Care Plan Assessment and Moderation Panels (AMP) in order to provide a health perspective to ensure equity and appropriateness of funding allocations.
- The post-holder contributes to Education, Health and Care Plans and annual review reports for the Local Authority.

The post holder will undertake other duties as may be required to achieve the Division, Directorate and the Children's Therapy Service's objectives, commensurate with the grading of the post. The post-holder will also be required to deliver the service from a variety of locations across Sandwell as needed.

CONFIDENTIALITY:

- The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

HEALTH AND SAFETY:

- Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.
- If you are a manager, you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

RISK MANAGEMENT:

- All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES:

- The Trust has a clear commitment to its equal opportunities policy, and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

- The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

- To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post.

SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS:

- Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

INFECTION CONTROL:

- The Trust is committed to reducing the risk of health care acquired infection. Accordingly, it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

SMOKING:

- This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.

I agree that this Job Description is an accurate reflection of my current role and responsibilities.

Name:

Signature:

Date: